



# RELEASE AND TERMINATION FORM

(This Form held only by Director of Academic Programs (2 Part Form))

**RELEASE :** Dir of Academic Programs completes Form in interview with student and provide Clearance Form to student

DAP, CD

Dir of Academic Programs follows 5 steps on Release checklist on Form

DAP, CD

Dir of Academic Programs sends Form to Registrar

DAP, CD

Registrar follows final 4 steps on Release checklist on Form

REG, AA

**TERMINATION :** Dir of Academic Programs informs student of termination and provides termination letter , explaining the Appeal process

DAP, CD

APPEAL: Follow College Appeal process

DAP, CD

Student decides to go home

Student

Academic Director follows Release process (see above)

DAP, CD

Student wants to transfer to another provider

Student

Other Offer must be produced by student

DAP, CD

Academic Director follows Release process (see above)

DAP, CD

Student elects not to appeal

Student

Provide Termination Letter 3 and Clearance Form

DAP, CD

Academic Director forwards this Form to Registrar

DAP, CD

Registrar follows Termination checklist on this Form

REG,AA

CD= Campus Director

DAP= Dir of Academic Programs

REG= Registrar